



Bureau of Child Development, Child Care Licensing  
**Child Care Center Announced Inspection Checklist C**

Facility ID #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Center Name: _____		Inspection Date: ____/____/____	
Address: _____		Start Time: ____ AM PM    End Time: ____ AM PM	
Capacity: _____    < Age 2: _____    # of Classrooms: _____		Licensing Specialist (s): _____	
Director: _____		_____	
License Expiration Date: ____/____/____		Phone Interview Date: ____/____/____	
5 working days before last Announced Inspection: ____/____/____		5 working days before last Unannounced Inspection: ____/____/____	
Are fingerprints required for all covered individuals for this facility: _____		Check in DAS before inspection	
Notes: _____	<input type="checkbox"/> Director Qualifications: _____	<input type="checkbox"/> Safety Glass: _____	
	<input type="checkbox"/> Director Qualifications Exp: _____	<input type="checkbox"/> P&P for children age 3 & older going unsupervised to the bathroom: _____	
	<input type="checkbox"/> Variances: _____		
	<input type="checkbox"/> Floor Plans: _____	<input type="checkbox"/> Review of DAS: _____	
	<input type="checkbox"/> Crib Form: _____		
<b>Owner/Director Introductory Items</b>			
____	Introduce any unknown CCL staff to the Owner/Director	____	(Ask) How many telephones does the facility have and where are they?
____	Give the Owner/Director a brief explanation of the inspection process.	____	(Ask) Where do you store medications?
____	Ask the Owner/Director if s/he wants you to tell staff about noncompliance areas as you conduct the walk-through, or wait until the inspection is over and only tell the Owner/Director.	____	(Ask) Are Children ever unsupervised or routinely Cared for in the office, staff lounge, kitchens, etc? If yes: assess these rooms/areas.
		____	(Ask) Where is the first aid kit for the facility and field trips?
____	Let the Owner/Director know that you will need to observe 1 diaper change in each room that diapers children (or 3 rooms, if there are more than 3 rooms in which children are diapered). The Owner/Director may want to have staff in those rooms come and interrupt the inspection to let you know when they are ready to change a diaper.	____	(Ask) Have any windows been replaced since the last Announced Inspection? If yes, a new safety glass form must be filled out. If the safety glass form indicates safety glass wasn't needed due to a barrier, verify the windows are still in compliance.
____	If the center transports children, let the Owner/Director know that at some point during the inspection, you will need to inspect the vehicles used to transport children.	____	(Ask) Have any cribs been replaced since the last Announced Inspection? If yes, a new crib form must be filled out.

DIRECTOR INTERVIEW QUESTIONS		O = Noncompliance	
		Rule #	
<b>C 1.</b>	Are all director designees at least 21 years of age? (Must be individuals who meet the background screening and training requirements. Director designees will have the authority to act on behalf of the center director in his or her absence.)	100-8(6) 100-8(11)(a)	
<b>C 2.</b>	Are all caregivers at least 18 years of age?	100-7(2)	
<b>C 3.</b>	(Ask and <b>observe</b> .) Do you have any assistant caregivers under age 18? If yes: are they at least 16 years of age, and do they always work under the immediate supervision of a caregiver who is at least 18 years of age? (N/A if no assistant caregivers.)	100-7(3)-(4)	
<b>C 4.</b>	How do you ensure caregivers under age 18 are never left unsupervised with children? (N/A if no caregivers under age 18.)	100-7(3)-(4)	
<b>C 5.</b>	Are there always at least two caregivers with the children whenever there are more than 8 children or more than 2 children under age 2 present?	100-11(3)	
<b>C 6.</b>	Do any of your cooks ever change diapers or assist in toileting children?	100-16(15)	
<b>C 7.</b>	Do any of your caregivers who care for diapered children ever cook food in the kitchen for children outside of their room?	100-23(13)	
<b>C 8.</b>	Are you aware of any staff, owners, governing board members, volunteers, or anyone who has unsupervised access to a child in care having been arrested, charged, or convicted of a felony or misdemeanor;	6-4(9)	
<b>C 9.</b>	or having been investigated with a supported finding of abuse or neglect by the Department of Human Services?	6-6(4)	
<b>C 10.</b>	(For facilities that are required to submit fingerprints on all covered individuals) Do you have any staff or volunteers who have turned 18 years old while in your employment or service? If yes: Was an initial CBS/LIS form with fingerprints and fees submitted within 5 days of their 18 <sup>th</sup> birthday?	6-3(3)(a)-(b)	
<b>C 11.</b>	How do you train staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?	100-8(11)(b)(iii)	
<b>C 12.</b>	How do you supervise staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care?	100-8(11)(b)(iii)	
<b>C 13.</b>	What do you train staff to do if they suspect a child has been abused or neglected?	100-8(11)(b)(i)-(ii)	
<b>C 14.</b>	What are staff trained to do when children misbehave?	100-8(11)(b)(i)-(ii)	
<b>C 15.</b>	How do you ensure staff comply with this training when children misbehave?	100-8(11)(b)(i)-(ii)	
<b>C 16.</b>	Are bathroom surfaces cleaned and sanitized daily?	100-5(2)	
<b>C 17.</b>	While in care, do children use personal hygiene items such as toothbrushes and/or hair accessories? If yes, are they sanitized between each use if shared by children or used by staff on more than one child?	100-16(7)	
<b>C 18.</b>	Are washable toys and materials cleaned and sanitized weekly, and as needed?	100-16(8) 100-24(23)(a)-(c)	
<b>C 19.</b>	Are water play tables or tubs ever used? If yes: are they washed and sanitized daily, and do children wash hands prior to using them?	100-16(10)	
<b>Notes:</b>			

<b>C 20.</b>	What do you do when children's clothing becomes wet or soiled with body fluids? Do you rinse children's clothing at the center? Is the clothing placed in a leakproof container labeled with the child's name, and given to the parent?	100-16(13)(a)-(b)	
<b>C 21.</b>	Are potty chairs ever used? If yes: are they cleaned and sanitized after each use?	100-16(14)	
<b>C 22.</b>	Are sheets and blankets laundered as needed, but at least once a week and prior to use by another child?	100-18(9)(a)-(c)	
<b>C 23.</b>	Are there any trampolines inside the center?	100-12(11)	
<b>C 24.</b>	How do you ensure that school age children have privacy when using the bathroom? (N/A if no school age children in care.)	100-4(3)	
<b>C 25.</b>	How do you ensure that either you or a designee with authority to act on your behalf is present whenever the center is open for care?	100-8(5)	
<b>C 26.</b>	How many hours each week are you on-site at the facility?	100-8(7)	
<b>C 27.</b>	Do you have regularly scheduled caregiving duties? If yes: for how many hours per week, in addition to the time you spend managing the center?	100-8(8)	
<b>C 28.</b>	During the past year, has there been a child fatality, hospitalization, emergency medical response, or injury to a child that required attention from a health care provider? If yes, was the Department notified within 24 hours, and a written report sent within 5 days?	100-8(10)	
Do you keep the following records on-site for at least six weeks:		100-9(2)(e)	
<b>C 29.</b>	Medication permission and administration forms. (N/A if the center does not administer medications.)	100-17(4)(a)-(d) 100-17(7)(e)	
<b>C 30.</b>	Incident, accident, and injury reports.	100-9(2)(f) 100-13(4)	
<b>C 31.</b>	Diapering, infant eating, and infant sleeping records. (N/A if the center does not enroll infants or toddlers.)	100-9(2)(g) 100-23(12) 100-24(15)	
<b>C 32.</b>	Is food and drink brought from home labeled with child's name, and refrigerated if needed?	100-15(5)	
<b>C 33.</b>	What are your sign-in and sign-out procedures? Is each child signed in and out of the center, including date and time? Do persons signing children in and out use identifiers? Is photo ID required if an unknown person picks up a child?	100-13(3)(a) 100-13(3)(b)-(c)	
<b>C 34.</b>	Do parents have access to the center, and to their child's room/area, any time their child is in care?	100-13(2)	
<b>C 35.</b>	(Ask and <b>observe.</b> ) Are children ever allowed to handle reptiles or amphibians?	100-22(8)	
Are there any animals at the center? (N/A for remaining animal questions if the answer is no.)		100-22(2)	
<b>C 36.</b>	(Ask and <b>observe.</b> ) If yes, are all animals at the facility clean and free of obvious disease or health problems that could adversely affect children?		
<b>C 37.</b>	(Ask and <b>observe.</b> ) Have any of the animals at the center ever bitten anyone, or displayed any other dangerous or aggressive behavior?	100-22(4)	
<b>C 38.</b>	(Ask and <b>observe.</b> ) Who cleans the animals and their equipment? (Infants, toddlers, and preschoolers may not do this.) If school age children assist in the cleaning of animals or animal equipment, do they wash their hands immediately after?	100-22(5) 100-22(6)	
<b>C 39.</b>	(Ask and <b>observe.</b> ) Are animals ever allowed in food preparation or eating areas?	100-22(7)	
<b>Notes:</b>			

Do you take the children off-site? (N/A if the center does not take children off-site.)		
<b>C 40.</b> Do caregivers take children's emergency information and releases with them during off-site activities?	100-20(5)(b)	
<b>C 41.</b> During off-site activities, do children carry with them the name and phone number of the center, but not their own name?	100-20(5)(f)	
<b>C 42.</b> If you offer swimming activities, do caregivers remain at the pool with the children during the activity?	100-20(6)	
<b>GENERAL INSPECTION ITEMS</b>		
<b>Posted / Entry Area Items</b>		
<b>C 43.</b> (Observe.) Child care license posted in a place readily visible to the public?	R430-1-6(3)	
<b>C 44.</b> (Observe.) Total # of children present exceed total licensed capacity?	R430-1-6(1)	
<b>C 45.</b> (Observe.) Total # of children present under age two exceed licensed capacity?	R430-1-6(1)	
<b>C 46.</b> (Observe.) Department's child care guide posted where parents can see it?	100-13(1)	
<b>C 47.</b> (Observe.) Current week's menu posted where parents can see it?	100-15(1)(d)	
<b>C 48.</b> ( <b>Ask</b> and observe.) Are you currently participating in the CACFP? If not, is menu approved as required?	100-15(1)(b)	
<b>C 49.</b> (Observe.) Does the facility have a working telephone? Center address and emergency numbers posted near each phone?	100-10(1) 100-8(9)	
<b>General Items</b>		
<b>C 50.</b> (Observe, <b>ask</b> if failing paint is observed.) Peeling, flaking, chalking, or failing paint indoors? If yes, was the building built before 1978? If yes: is there documentation of testing and correction?	100-4(1)	
<b>C 51.</b> (Observe.) Adequate light intensity throughout the center for the safety of children and the type of activity?	100-4(9)	
<b>C 52.</b> (Observe.) Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?	100-5(4)	
<b>C 53.</b> (Observe. <b>Ask</b> if not observed.) Are entrances, exits, and steps maintained in a safe condition, and free of ice, snow, and other hazards? How are entrances, exits, and steps maintained in a safe condition, and free of ice, snow, and other hazards?	100-5(5)	
<b>C 54.</b> (Observe.) Glass surfaces within 36" from the floor or ground, and in an area accessed by children, made of safety glass or have a protective guard?	100-4(10)	
<b>C 55.</b> (Observe.) Facility free of tripping hazards?	100-12(2)	
<b>C 56.</b> (Observe.) Facility free of insects, rodents, and other vermin?	100-5(3)	
<b>C 57.</b> (Observe.) Are children in shared areas of the center supervised? (If no, check written policies for bathroom use.)	100-11(1) 100-11(2)	
<b>C 58.</b> (Observe.) Are required caregiver to child ratios maintained for children in shared areas of the center?	100-11(4) 100-11(6)	
<b>Notes:</b>		

<b>C 59.</b> (Observe.) Are group size requirements met in shared areas of the center, except for centers built prior to 1/1/04 and licensed as a child care center continuously since then?	100-11(4) 100-11(6)	
Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask: what are the contents?		
<b>C 60.</b> (Observe.) Melting wax (such as in a candle warmer).	100-12(1)	
<b>C 61.</b> (Observe.) Unstable heavy equipment a child could pull down?	100-12(3)	
<b>C 62.</b> (Observe.) Firearms, ammunition, and other weapons?	100-12(4)(a)	
<b>C 63.</b> (Observe.) Tobacco, alcohol, illegal substances, and sexually explicit material?	100-12(4)(b)	
<b>C 64.</b> (Observe.) When in use, portable space heaters?	100-12(4)(c)	
<b>C 65.</b> (Observe.) Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	100-12(4)(d)	
<b>C 66.</b> (Observe.) Poisonous plants?	100-12(4)(e)	
<b>C 67.</b> (Observe.) Matches or cigarette lighters?	100-12(4)(f)	
<b>C 68.</b> (Observe.) Open flames?	100-12(4)(g)	
<b>C 68.</b> (Observe.) Sharp objects, which could cut or puncture skin?	100-12(4)(h)	
<b>C 70.</b> (Observe.) For age 4 and under, ropes/cords long enough to encircle a child's neck?	100-12(4)(i)	
<b>C 71.</b> (Observe.) For age 4 and under, plastic bags large enough for a child's head to fit inside, latex gloves, and balloons?	100-12(4)(j)	
<b>C 72.</b> (Observe.) For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")?	100-12(4)(k)	
<b>C 73.</b> (Observe.) Toxic and hazardous chemicals stored in a container that is labeled with its contents?	100-12(5)	
<b>C 74.</b> (Observe.) For age 4 and under, accessible outlets and surge protectors covered?	100-12(6)	
<b>Children's Restrooms</b>		
<b>C 75.</b> Are restrooms clean and sanitary?	100-5(1) 100-5(2)	
<b>C 76.</b> ( <b>Ask.</b> ) How many water heaters/buildings are in the facility? If more than 1, check temperature for each heater/building. (Observe.) Is hot water accessible to children between 60 and 120 degrees?	100-12(7) 100-16(1) 100-16(2)	
<b>C 77.</b> (Observe.) Is liquid soap available for children to wash their hands?	100-16(2)(a)-(e)	
<b>C 78.</b> (Observe.) Only single use towels from covered dispenser or electric hand-drying device used after handwashing?	100-16(3)	
<b>C 79.</b> (Observe.) Is toilet paper accessible to children, and kept on a dispenser?	100-16(4)	
<b>C 80.</b> (Observe.) Are handwashing procedures readily visible from each sink, and followed?	100-16(5)	
<b>Notes:</b>		

<b>First Aid &amp; Body Fluid Kits</b>		
<b>C 81.</b>	(Ask and observe.) Are there first aid supplies in the center, including at least band-aids, antiseptic, and tweezers?	100-10(3)
<b>C 82.</b>	(Ask and observe.) Is there a body fluid clean up kit that is restocked as needed?	100-16(16)(a)-(c)
<b>Food Service &amp; Kitchen</b>		
<b>C 83.</b>	(Observe.) Kitchen clean and sanitary, except for normal daily food preparation?	100-5(1)
<b>C 84.</b>	(Observe.) Children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items placed directly in children's hands?	100-15(3)
<b>C 85.</b>	(Ask .) Are you (the cook; if the cook serves food to children) aware of the food allergies and sensitivities?	100-15(4)
<b>C 86.</b>	(Ask and observe.) Are refrigerated medications stored in a leakproof container? (N/A if there are no refrigerated medications.)	100-17(3)
<b>Medications (N/A for this section if the center does not administer medications, or if medications are stored in individual rooms.)</b>		
<b>C 87.</b>	(Ask and observe.) Are non-refrigerated medications inaccessible to children and stored in locked area or container?	100-17(3)
<b>C 88.</b>	(Observe all.) Are all over-the-counter and prescription medications: Labeled with the child's full name if brought in by a parent (if not purchased by the center for all children)? Kept in the original or pharmacy container? Have the original label? Have child-safety caps?	100-17(2)(a)-(d)
<b>Transportation &amp; Vehicles (N/A for this section if the center does not transport children.) If the center transports children, does every vehicle used for transporting children meet the following:</b>		
<b>C 89.</b>	(Observe.) Is the vehicle enclosed?	100-21(1)(a)
<b>C 90.</b>	(Observe and ask.) Is the vehicle equipped with individual, size appropriate safety restraints, properly installed and in working order, for each child being transported? What ages of children do you transport? What restraints do you use if you transport children under age eight?	100-21(1)(b)
<b>C 91.</b>	(Observe the registration sticker on the license plate.) Does the vehicle have a current vehicle registration and safety inspection?	100-21(1)(c)
<b>C 92.</b>	(Observe.) Is the vehicle maintained in a safe condition?	100-21(1)(d)
<b>C 93.</b>	(Observe.) Does the vehicle contain a first aid kit?	100-21(1)(f)
<b>C 94.</b>	(Observe.) Does the vehicle contain a body fluid clean up kit?	100-21(1)(g)
<b>Notes:</b>		

REQUIRED ROOMS INSPECTION ITEMS -- AGE 2 AND OLDER							Rule #	
O = Noncompliance								
Complete a sampling of rooms/areas of each age group (2, Pre-K, SA) served by the facility. If all rooms/areas serve the same age group, complete the entire checklist for three of these rooms/areas. If there is only 1 group of children, make a note of 2 children. If there are 2 or more groups of children at the facility, make a note of one child from each group.	Room:	Room:	Class:	Room:	Room:	Room:		
	_____	_____	_____	_____	_____	_____		
	Child:	Child:	Child:	Child:	Child:	Child:		
Rule #								
<b>Ratios &amp; Supervision</b>								
<b>C 95.</b> (Observe.) Are all children in the group/area being directly supervised by a caregiver?	_____	_____	_____	_____	_____	_____	100-11(1)	
<b>C 96.</b> ( <b>Ask.</b> ) If it is a mixed age group, what are the ages of the children in the group? (Observe.) Are there enough caregivers to meet required caregiver to child ratios?	_____	_____	_____	_____	_____	_____	100-11(4) 100-11(6)	
<b>C 97.</b> (Observe.) Are group size requirements met except for centers built prior to 1/1/04 and licensed as a child care center continuously since then?	_____	_____	_____	_____	_____	_____	100-11(4) 100-11(6)	
<b>C 98.</b> (Observe.) Are children under age 2 ever mixed with older children when there are more than 8 children present in the group? (N/A if the center does not enroll children under age 2.)	_____	_____	_____	_____	_____	_____	100-24(1)	
<b>Physical Environment</b>								
<b>C 99.</b> (Observe, <b>ask</b> if failing paint is observed.) Peeling, flaking, chalking, or failing paint? If yes: was the building built before 1978? If yes: is there documentation of testing and correction?	_____	_____	_____	_____	_____	_____	100-4(1)	
<b>C 100.</b> (Observe.) Working hand washing sink in the room? (N/A if building built before July 1, 1997.)	_____	_____	_____	_____	_____	_____	100-4(4)	
<b>C 101.</b> (Observe.) Room ventilated by windows that open and have screens, or by mechanical ventilation?	_____	_____	_____	_____	_____	_____	100-4(7)	
<b>C 102.</b> (Observe.) Glass surfaces within 36" from the floor or ground are safety glass, or have a protective guard?	_____	_____	_____	_____	_____	_____	100-4(10)	
<b>C 103.</b> (Observe.) Room appears clean and sanitary, except for normal daily messes?	_____	_____	_____	_____	_____	_____	100-5(1)	
<b>C 104.</b> (Observe.) Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?	_____	_____	_____	_____	_____	_____	100-5(4)	
<b>Indoor Gross Motor Play Equipment</b>								
<b>C 105.</b> (Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and younger are 3' in height or less?	_____	_____	_____	_____	_____	_____	100-12(9)	
<b>C 106.</b> (Observe.) Elevated designated play surface less than 18" not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3' use zone?	_____	_____	_____	_____	_____	_____	100-12(9)(a)	
<b>Notes:</b>								

<b>C 107.</b> (Observe.) Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone?	_____	_____	_____	_____	_____	_____	100-12(9)(b)
<b>C 108.</b> (Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 3 and older are 5½' in height or less?	_____	_____	_____	_____	_____	_____	100-12(10)
<b>C 109.</b> (Observe.) Elevated designated play surface less than 3' in height surrounded by protective cushioning material, such as mats at least 1" thick, in a 6' use zone?	_____	_____	_____	_____	_____	_____	100-12(10)(a)
<b>C 110.</b> (Observe.) Elevated designated play surface that is 3' to 5½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone?	_____	_____	_____	_____	_____	_____	100-12(10)(b)
<b>Safety Hazards</b>							
<b>C 111.</b> (Observe.) Are walkways free of tripping hazards such as unsecured flooring or cords?	_____	_____	_____	_____	_____	_____	100-12(2)
<b>C 112.</b> (Observe.) Is the room free of unstable heavy equipment a child could pull down on himself or herself?	_____	_____	_____	_____	_____	_____	100-12(3)
Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, <b>ask:</b> what are the contents?							
<b>C 113.</b> (Observe.) When in use, portable space heaters, fireplaces, and wood burning stoves?	_____	_____	_____	_____	_____	_____	100-12(4)(c)
<b>C 114.</b> (Observe.) Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	_____	_____	_____	_____	_____	_____	100-12(4)(d)
<b>C 115.</b> (Observe.) Sharp objects, edges, corners, or points which could cut or puncture skin?	_____	_____	_____	_____	_____	_____	100-12(4)(h)
<b>C 116.</b> (Observe.) For age 4 and under, ropes/cords long enough to encircle a child's neck? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	_____	100-12(4)(i)
<b>C 117.</b> (Observe.) For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	_____	100-12(4)(j)
<b>C 118.</b> (Observe.) For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")? (N/A if no children under age 3.)	_____	_____	_____	_____	_____	_____	100-12(4)(k)
<b>C 119.</b> (Observe.) Toxic and hazardous chemicals stored in a labeled container?	_____	_____	_____	_____	_____	_____	100-12(5)
<b>C 120.</b> (Observe.) For age 4 and under, accessible outlets and surge protectors covered? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	_____	100-12(6)
<b>Feeding Children</b>							
<b>C 121.</b> (Observe.) Is children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items, such as crackers, if they are placed directly in the children's hands? (N/O if meal or snack not served during observation.)	_____	_____	_____				100-15(3)
<b>Notes:</b>							



Preventing the Spread of Disease							
<b>C 122.</b> (Observe.) Children and caregivers wash hands thoroughly w/soap and warm running water at required times? (Before and after eating/feeding children, after toilet, after contact w/body fluids, after handling animals, when coming in from outdoors.)	_____	_____	_____	_____	_____	_____	100-16(1)(a)-(l) 100-16(2)(a)-(e)
<b>C 123.</b> (Observe.) Caregivers wash hands before food handling, medication, after cleaning/ taking out garbage.	_____	_____	_____	_____	_____	_____	100-16(1)(a)-(l)
(Observe all.) If the room has a handwashing sink: <b>C 124.</b> Is liquid soap available for children to wash their hands?	_____	_____	_____	_____	_____	_____	100-16(2)(a)-(e)
<b>C 125.</b> Are only single use towels from covered dispenser or electric hand-drying device used after handwashing?	_____	_____	_____	_____	_____	_____	100-16(3)
<b>C 126.</b> Are handwashing procedures readily visible from each sink, and followed?	_____	_____	_____	_____	_____	_____	100-16(5)
<b>C 127.</b> (Observe.) Personal hygiene items (toothbrushes, hair accessories) stored so they don't touch, or sanitized after each use?	_____	_____	_____	_____	_____	_____	100-16(7)
<b>C 128.</b> (Observe.) Are washable toys visibly dirty?	_____	_____	_____	_____	_____	_____	100-16(8)
<b>C 129.</b> (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers?	_____	_____	_____	_____	_____	_____	100-16(9)
Medications							
<b>(Ask.)</b> Are medications kept in this room? (If "No," N/A for items in this section. If "Yes," check for the following:)							
<b>C 130.</b> (Observe.) Non-refrigerated medications inaccessible to children and stored in locked area or container?	_____	_____	_____	_____	_____	_____	100-17(3)
<b>C 131.</b> (Observe.) Refrigerated medications stored in a leakproof container?	_____	_____	_____	_____	_____	_____	100-17(3)
<b>C 132.</b> (Observe all.) Are all over-the-counter and prescription medications: Labeled with the child's full name if brought in by a parent (not purchased by the center for all children)? Kept in the original or pharmacy container? Have the original label? Have child-safety caps?	_____	_____	_____	_____	_____	_____	100-17(2)(a)-(d)
Sleeping Equipment (N/A for these items for school age only room.)							
<b>C 133.</b> <b>(Ask if not observed.)</b> Is a separate crib, cot, or mat used for each child during nap time?	_____	_____	_____	_____	_____	_____	100-18(3)
<b>C 134.</b> (Observe and/or ask.) Do mats and mattresses have a smooth, waterproof surface? Which is the surface of the mat on which the children nap?	_____	_____	_____	_____	_____	_____	100-18(4)
<b>C 135.</b> (Observe.) Sleeping equipment in good repair?	_____	_____	_____	_____	_____	_____	100-18(5)
<b>Notes:</b>							

<b>C 136.</b> (Observe.) Sleeping equipment stored so surfaces children sleep on do not touch, or cleaned/sanitized prior to each use?	_____	_____	_____				100-18(8)
<b>C 137.</b> (Observe.) Sheet and blanket or acceptable alternative provided for each child?	_____	_____	_____				100-18(9)
<b>C 138.</b> (Observe.) Sheets and blankets clearly assigned to one child?	_____	_____	_____				100-18(9)(a)-(c)
<b>Daily Schedule &amp; Activity Plan</b>							
<b>C 139.</b> (Observe.) Is a daily schedule posted for each group that includes meal, snack, nap/rest, and outdoor play times?	_____	_____	_____				100-18(1) 100-20(1)
<b>C 140.</b> (Observe.) Do children have outdoor play every day, weather permitting?	_____	_____	_____				100-20(2)
<b>C 141.</b> (Observe.) Meals or snacks offered at least once every three hours?	_____	_____	_____				100-15(2)
<b>C 142.</b> (Observe.) Do nap times exceed 2 hours daily?	_____	_____	_____				100-18(2)
<b>C 143.</b> (Observe.) Current activity plan posted for each group that shows activities to support children's healthy physical, social-emotional, and cognitive-language development?	_____	_____	_____				100-20(3)
<b>C 144.</b> (Observe.) Materials necessary to carry out the activity plan accessible to children?	_____	_____	_____				100-20(4)
<b>CAREGIVER INTERVIEW QUESTIONS</b> (To be asked of 1 caregiver in the 3 required groups. N/A if there are less than 3 groups at the center during the inspection.)							
<b>Name(s) of caregiver(s) interviewed:</b>	_____	_____	_____	_____	_____	_____	
	_____	_____	_____	_____	_____	_____	
	_____	_____	_____	_____	_____	_____	
<b>C 145.</b> ( <b>Observe</b> in all classrooms and ask in the first three classrooms.) How do you discipline children who misbehave? Cannot include: Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort; Restraining a child's movement by binding, tying, or any other form of restraint; Shouting at children; Any form of emotional abuse; Forcing or withholding of food, rest, or toileting; or Confining a child in a closet, locked room, or other enclosure.	_____	_____	_____	_____	_____	_____	100-19(4)(a)  100-19(4)(b) 100-19(4)(c) 100-19(4)(d) 100-19(4)(e) 100-19(4)(f)
<b>C 146.</b> Are children under the age of two ever mixed with older children when there are more than 8 children present in the group? (N/A if no infants or toddlers in care.)	_____	_____	_____				100-24(1)
<b>C 147.</b> ( <b>Observe</b> and ask.) Do you have any children in your group who have food allergies?	_____	_____	_____				100-15(4)
<b>C 148.</b> ( <b>Observe</b> and ask.) Is sleeping equipment clearly assigned to one child, and cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, is it cleaned and sanitized prior to each use?	_____	_____	_____				100-18(6) 100-18(7)
<b>Notes:</b>							

<b>C 149.</b> (Observe, ask if necessary.) Are sheets and blankets stored separately from other children's when not in use?	_____	_____	_____				100-18(9)(a)-(c)
<b>C 150.</b> (Observe and ask.) Is sleeping equipment spaced a minimum of 2' apart when is use, or 1' apart if children sleep head-to-toe?	_____	_____	_____				100-18(10)
<b>C 151.</b> (Observe and ask.) Is sleep equipment ever placed where it blocks an exit?	_____	_____	_____				100-18(11)
<b>ADDITIONAL REQUIRED ROOMS INSPECTION ITEMS -- AGE 2 AND OLDER</b>	<b>O = Noncompliance</b>						<b>Rule #</b>
<b>Complete all items for additional rooms, make a note of one child from each group of children.</b>	<b>Room:</b>	<b>Room:</b>	<b>Room:</b>	<b>Room:</b>	<b>Room:</b>	<b>Room:</b>	
	_____	_____	_____	_____	_____	_____	
	<b>Child:</b>	<b>Child:</b>	<b>Child:</b>	<b>Child:</b>	<b>Child:</b>	<b>Child:</b>	
	_____	_____	_____	_____	_____	_____	
<b>Ratios &amp; Supervision</b>	_____	_____	_____	_____	_____	_____	
<b>C 95.</b> (Observe.) Are all children in the group/area being directly supervised by a caregiver?	_____	_____	_____	_____	_____	_____	100-11(1)
<b>C 96.</b> (Ask.) If it is a mixed age group, what are the ages of the children in the group? (Observe.) Are there enough caregivers to meet required caregiver to child ratios?	_____	_____	_____	_____	_____	_____	100-11(4) 100-11(6)
<b>C 97.</b> (Observe.) Are group size requirements met except for centers built prior to 1/1/04 and licensed as a child care center continuously since then?	_____	_____	_____	_____	_____	_____	100-11(4) 100-11(6)
<b>C 98.</b> (Observe.) Are children under age 2 ever mixed with older children when there are more than 8 children present in the group? (N/A if the center does not enroll children under age 2.)	_____	_____	_____	_____	_____	_____	100-24(1)
<b>Physical Environment</b>							
<b>C 99.</b> (Observe, ask if failing paint is observed.) Peeling, flaking, chalking, or failing paint? If yes: was the building built before 1978? If yes: is there documentation of testing and correction?	_____	_____	_____	_____	_____	_____	100-4(1)
<b>C 100.</b> (Observe.) Working hand washing sink in the room? (N/A if building built before July 1, 1997.)	_____	_____	_____	_____	_____	_____	100-4(4)
<b>C 101.</b> (Observe.) Room ventilated by windows that open and have screens, or by mechanical ventilation?	_____	_____	_____	_____	_____	_____	100-4(7)
<b>C 102.</b> (Observe.) Glass surfaces within 36" from the floor or ground are safety glass, or have a protective guard?	_____	_____	_____	_____	_____	_____	100-4(10)
<b>C 103.</b> (Observe.) Room appears clean and sanitary, except for normal daily messes?	_____	_____	_____	_____	_____	_____	100-5(1)
<b>C 104.</b> (Observe.) Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?	_____	_____	_____	_____	_____	_____	100-5(4)
<b>Notes:</b>							

Indoor Gross Motor Play Equipment							
<b>C 105.</b>	(Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and younger are 3' in height or less?	_____	_____	_____	_____	_____	100-12(9)
<b>C 106.</b>	(Observe.) Elevated designated play surface less than 18" not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3' use zone?	_____	_____	_____	_____	_____	100-12(9)(a)
<b>C 107.</b>	(Observe.) Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone?	_____	_____	_____	_____	_____	100-12(9)(b)
<b>C 108.</b>	(Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 3 and older are 5½' in height or less?	_____	_____	_____	_____	_____	100-12(10)
<b>C 109.</b>	(Observe.) Elevated designated play surface less than 3' in height surrounded by protective cushioning material, such as mats at least 1" thick, in a 6' use zone?	_____	_____	_____	_____	_____	100-12(10)(a)
<b>C 110.</b>	(Observe.) Elevated designated play surface that is 3' to 5½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone?	_____	_____	_____	_____	_____	100-12(10)(b)
<b>Safety Hazards</b>							
<b>C 111.</b>	(Observe.) Are walkways free of tripping hazards such as unsecured flooring or cords?	_____	_____	_____	_____	_____	100-12(2)
<b>C 112.</b>	(Observe.) Is the room free of unstable heavy equipment a child could pull down on himself or herself?	_____	_____	_____	_____	_____	100-12(3)
Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, <b>ask</b> : what are the contents?							
<b>C 113.</b>	(Observe.) When in use, portable space heaters, fireplaces, and wood burning stoves?	_____	_____	_____	_____	_____	100-12(4)(c)
<b>C 114.</b>	(Observe.) Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	_____	_____	_____	_____	_____	100-12(4)(d)
<b>C 115.</b>	(Observe.) Sharp objects, edges, corners, or points which could cut or puncture skin?	_____	_____	_____	_____	_____	100-12(4)(h)
<b>C 116.</b>	(Observe.) For age 4 and under, ropes/cords long enough to encircle a child's neck? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	100-12(4)(i)
<b>C 117.</b>	(Observe.) For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	100-12(4)(j)
<b>C 118.</b>	(Observe.) For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")? (N/A if no children under age 3.)	_____	_____	_____	_____	_____	100-12(4)(k)
<b>C 119.</b>	(Observe.) Toxic and hazardous chemicals stored in a labeled container?	_____	_____	_____	_____	_____	100-12(5)
<b>Notes:</b>							

<b>C 120.</b> (Observe.) For age 4 and under, accessible outlets and surge protectors covered? (N/A if no children age 4 and under.)	_____	_____	_____	_____	_____	_____	100-12(6)
<b>Medications</b>							
<b>(Ask.)</b> Are medications kept in this room? (If "No," N/A for items in this section. If "Yes," check for the following:)							
<b>C 130.</b> (Observe.) Non-refrigerated medications inaccessible to children and stored in locked area or container?	_____	_____	_____	_____	_____	_____	100-17(3)
<b>C 131.</b> (Observe.) Refrigerated medications stored in a leakproof container?	_____	_____	_____	_____	_____	_____	100-17(3)
<b>C 132.</b> (Observe all.) Are all over-the-counter and prescription medications: Labeled with the child's full name if brought in by a parent (not purchased by the center for all children)? Kept in the original or pharmacy container? Have the original label? Have child-safety caps?	_____	_____	_____	_____	_____	_____	100-17(2)(a)-(d)
<b>Discipline</b>							
<b>C 145.</b> (Observe) Are children who misbehave disciplined in any of the following ways? Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort; Restraining a child's movement by binding, tying, or any other form of restraint; Shouting at children; Any form of emotional abuse; Forcing or withholding of food, rest, or toileting; or Confining a child in a closet, locked room, or other enclosure.	_____	_____	_____	_____	_____	_____	100-19(4)(a)  100-19(4)(b) 100-19(4)(c) 100-19(4)(d) 100-19(4)(e) 100-19(4)(f)
<b>DIAPERING INSPECTION ITEMS</b>				<b>O = Noncompliance</b>			
<b>General Diapering</b>	<b>Room:</b>	_____	_____	_____	_____	_____	<b>Rule #</b>
<b>C 152</b> (Observe.) Is each diapering station equipped with railings to prevent a child from falling?	_____	_____	_____	_____	_____	_____	100-23(2)
<b>C 153.</b> (Observe.) Is the diapering surface smooth, waterproof, and in good repair?	_____	_____	_____	_____	_____	_____	100-23(4)
<b>C 154.</b> (Observe.) Are diapering procedures posted at each diapering station, and are they followed?	_____	_____	_____	_____	_____	_____	100-23(5)
<b>Diapering Observation</b>							
<b>C 155.</b> (Observe.) Do caregivers change children's diapers at a diaper changing station only?	_____	_____	_____	_____	_____	_____	100-23(1)
<b>C 156.</b> (Observe.) Do caregivers clean and sanitize the diapering surface after each diaper change? Do caregivers follow manufacturer's instructions on the label?	_____	_____	_____	_____	_____	_____	100-23(6)
<b>C 157.</b> (Observe.) Do caregivers wash their hands after each diaper change?	_____	_____	_____	_____	_____	_____	100-23(7)
<b>C 158.</b> (Observe.) Do caregivers place soiled diapers in a container with plastic lining and tight fitting lid?	_____	_____	_____	_____	_____	_____	100-23(8)
<b>Notes:</b>							

<b>C 159.</b> (Observe.) Do caregivers ever leave children unattended on the diapering surface?	_____	_____	_____				100-23(3)
<b>C 160.</b> (Observe.) If cloth diapers are used, are they ever rinsed at the center? (N/A if cloth diapers not used.)	_____	_____	_____				100-23(10)(a)
<b>C 161.</b> (Observe.) If cloth diapers are used, after removal are they placed directly into leakproof container inaccessible to children and labeled with child's name, or else placed directly into a leakproof diapering service container? (N/A if cloth diapers not used.)	_____	_____	_____				100-23(10)(b)
<b>CAREGIVER INTERVIEW QUESTIONS</b> (To be asked of 1 caregiver in each of 3 rooms.)							
<b>Name(s) of caregiver(s) interviewed:</b>							
<b>C 162.</b> Is bleach water used to sanitize the diapering surface? If yes: how often do you mix new bleach water? (Bleach water is only potent enough to sanitize after 24 hours if after tested by the provider with sanitizer test strips, it shows it is still effective.)	_____	_____	_____				100-23(6)
<b>C 163.</b> How often is the container where wet and soiled diapers are placed cleaned and sanitized? (Must be daily.)	_____	_____	_____				100-23(9)
<b>C 164.</b> Are children's diapers changed promptly whenever wet or soiled, and checked at least once every two hours?	_____	_____	_____				100-23(11)
<b>C 165.</b> (Observe and ask.) Do you keep a written record daily for each infant/toddler documenting diaper changes? Is the record completed within 1 hour of each diaper change? Does it include the child's name, time of the diaper change, and if the diaper was wet, soiled, or both? (N/A if only diapered children are 2-year-olds.)	_____	_____	_____				100-23(12)
<b>DIAPERING INSPECTION ITEMS</b>	<b>O = Noncompliance</b>						
<b>General Diapering</b>	<b>Room:</b>						<b>Rule #</b>
<b>C 152.</b> (Observe.) Is each diapering station equipped with railings to prevent a child from falling?	_____	_____	_____	_____	_____	_____	100-23(2)
<b>C 153.</b> (Observe.) Is the diapering surface smooth, waterproof, and in good repair?	_____	_____	_____	_____	_____	_____	100-23(4)
<b>C 154.</b> (Observe.) Are diapering procedures posted at each diapering station, and are they followed?	_____	_____	_____	_____	_____	_____	100-23(5)
<b>Notes:</b>							

Toddler/2 Variance?							
INFANT & TODDLER ROOMS		O = Noncompliance					
		Rooms:					
Ratios & Supervision		Child:					Rule #
C 166. (Observe.) Are all children in the group/area being directly supervised by a caregiver?							100-11(1)
C 167. (Observe.) Are there enough caregivers to meet required caregiver to child ratios?							100-11(4) 100-11(9)
C 168. (Observe.) Are group size requirements met except for centers built prior to 1/1/04 and licensed as a child care center continuously since then?							100-11(5)
Physical Environment							
C 169. (Observe, ask if failing paint is observed.) Peeling, flaking, chalking, or failing paint? If yes: was the building built before 1978? If yes, is there documentation of testing and correction?							100-4(1)
C 170. (Observe.) Room ventilated by windows that open and have screens, or by mechanical ventilation?							100-4(7)
C 171. (Observe.) Indoor temperature between 65 and 82 degrees Fahrenheit?							100-4(8)
C 172. (Observe.) Glass surfaces within 36" from the floor/ground safety glass, or have a protective guard?							100-4(10)
C 173. (Observe.) Room appears clean and sanitary, except for normal daily messes?							100-5(1)
C 174. (Observe.) Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury?							100-5(4)
C 175. (Observe.) Are infant and toddler areas used as access to other areas or rooms?							100-4(6)
C 175. (Observe.) Do mobile infants and toddlers have freedom of movement in a safe area?							100-24(21)
C 177. (Observe.) Safe toys accessible to infants and toddlers to stimulate their healthy development?							100-24(22)
C 178. (Observe.) Enough toys for each child in the group to be engaged in play with toys?							100-24(22)
Indoor Gross Motor Play Equipment							
C 179. (Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and younger are 3' in height or less?							100-12(9)
C 180. (Observe.) Elevated designated play surface less than 18" not placed on a hard surface, such as wood, tile, linoleum, or concrete, and has a 3' use zone?							100-12(9)(a)
Notes:							

<b>C 181.</b> (Observe.) Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone?	_____	_____	_____	_____	_____	_____	100-12(9)(b)
<b>Safety Hazards</b>							
<b>C 182.</b> (Observe.) Are walkways free of tripping hazards such as unsecured flooring or cords?	_____	_____	_____	_____	_____	_____	100-12(2)
<b>C 183.</b> (Observe.) Is the room free of unstable heavy equipment a child could pull down on himself or herself?	_____	_____	_____	_____	_____	_____	100-12(3)
Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask: what are the contents?							
<b>C 184.</b> (Observe.) When in use, portable space heaters, fireplaces, and wood burning stoves?	_____	_____	_____	_____	_____	_____	100-12(4)(c)
<b>C 185.</b> (Observe.) Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances)	_____	_____	_____	_____	_____	_____	100-12(4)(d)
<b>C 186.</b> (Observe.) Sharp objects, edges, corners, or points which could cut or puncture skin?	_____	_____	_____	_____	_____	_____	100-12(4)(h)
<b>C 187.</b> (Observe.) For age 4 and under, ropes/cords long enough to encircle a child's neck?	_____	_____	_____	_____	_____	_____	100-12(4)(i)
<b>C 188.</b> (Observe.) For age 4 and under, plastic bags large enough to fit child's head inside, latex gloves, balloons?	_____	_____	_____	_____	_____	_____	100-12(4)(j)
<b>C 189.</b> (Observe.) For age 2 and under, choking hazards (objects less than 1-1/4" X 2-1/4")?	_____	_____	_____	_____	_____	_____	100-12(4)(k)
<b>C 190.</b> (Observe.) Toxic and hazardous chemicals stored in a container that is labeled with its contents?	_____	_____	_____	_____	_____	_____	100-12(5)
<b>C 191.</b> (Observe.) For age 4 and under, accessible outlets and surge protectors covered?	_____	_____	_____	_____	_____	_____	100-12(6)
<b>C 192.</b> (Observe.) Do infants and toddlers have access to objects made of Styrofoam?	_____	_____	_____	_____	_____	_____	100-24(17)
<b>C 193.</b> (Observe.) Are there any walkers with wheels?	_____	_____	_____	_____	_____	_____	100-24(16)
<b>Preventing the Spread of Disease</b>							
<b>C 194.</b> (Observe.) Children and caregivers wash hands thoroughly w/soap and warm running water at required times? (Before and after eating/feeding children, after toilet, after contact w/body fluids, after handling animals, when coming in from outdoors.)	_____	_____	_____	_____	_____	_____	100-16(1)(a)-(l) 100-16(2)(a)-(e)
<b>C 195.</b> (Observe.) Caregivers wash hands before food handling, medication, after cleaning/ taking out garbage.	_____	_____	_____	_____	_____	_____	100-16(1)(a)-(l)
<b>C 196.</b> (Observe.) Is liquid soap available for children to wash their hands?	_____	_____	_____	_____	_____	_____	100-16(2)(a)-(e)
<b>C 197.</b> (Observe.) Are only single use towels from covered dispenser or electric hand-drying device used after handwashing?	_____	_____	_____	_____	_____	_____	100-16(3)
<b>C 198.</b> (Observe.) Are handwashing procedures readily visible from each sink, and followed?	_____	_____	_____	_____	_____	_____	100-16(5)
<b>Notes:</b>							



<b>C 199.</b> (Observe.) Personal hygiene items (toothbrushes, hair accessories) stored so they don't touch, or sanitized after each use?	_____	_____	_____	_____	_____	_____	100-16(7)
<b>C 200.</b> (Observe.) Are washable toys visibly dirty?	_____	_____	_____	_____	_____	_____	100-16(8)
<b>C 201.</b> (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers?	_____	_____	_____	_____	_____	_____	100-16(9)
<b>Feeding Children</b>							
<b>C 202.</b> (Observe feeding record for infants.) Are meals or snacks offered at least once every three hours?	_____	_____	_____	_____	_____	_____	100-15(2)
<b>C 203.</b> (Observe.) Are all pacifiers, bottles, and non-disposable drinking cups labeled with each child's name, and not shared?	_____	_____	_____	_____	_____	_____	100-24(9)
<b>Medications</b>							
(Ask) Are medications kept in this room? (If "No," N/A for items in this section. If "Yes," check for the following:)							
<b>C 204.</b> (Observe.) Non-refrigerated medications inaccessible to children and stored in locked area or container?	_____	_____	_____	_____	_____	_____	100-17(3)
<b>C 205.</b> (Observe.) Refrigerated medications stored in a leakproof container?	_____	_____	_____	_____	_____	_____	100-17(3)
<b>C 206.</b> (Observe all.) Are all over-the-counter and prescription medications: Labeled with the child's full name if brought in by a parent (not purchased by the center for all children)? Kept in the original or pharmacy container? Have the original label? Have child-safety caps?	_____	_____	_____	_____	_____	_____	100-17(2)(a)-(d)
<b>Sleeping Equipment</b>							
<b>C 207.</b> (Observe.) Do mats and mattresses have a smooth, waterproof surface?	_____	_____	_____	_____	_____	_____	100-18(4)
<b>C 208.</b> (Observe.) Do all cribs have tight fitting mattresses?	_____	_____	_____	_____	_____	_____	100-24(12)(a)
<b>C 209.</b> (Observe.) Do all cribs have slats spaced no more than 2-3/8 inches apart?	_____	_____	_____	_____	_____	_____	100-24(12)(b)
<b>C 210.</b> (Observe.) Do all cribs have at least 20 inches from the top of mattress to top of the crib rail?	_____	_____	_____	_____	_____	_____	100-24(12)(c)
<b>C 211.</b> (Observe.) Do any cribs have strings, cords, ropes, or other entanglement hazards strung across crib rails?	_____	_____	_____	_____	_____	_____	100-24(12)(d)
<b>C 212.</b> (Observe. Ask if necessary) Do all cribs meet federal law as outlined in 16 C.F.R. parts 1219 & 1220?	_____	_____	_____	_____	_____	_____	100-8(2)
<b>C 213.</b> (Observe.) Sleeping equipment in good repair?	_____	_____	_____	_____	_____	_____	100-18(5)
<b>Notes:</b>							

<b>C 214.</b> (Observe.) Sleeping equipment stored so surfaces children sleep on do not touch, or cleaned/sanitized prior to each use?	_____	_____	_____	_____	_____	_____	100-18(8)
<b>C 215.</b> (Observe.) Sheet and blanket or acceptable alternative provided for each child?	_____	_____	_____	_____	_____	_____	100-18(9)
<b>C 216.</b> (Observe.) Sheets and blankets clearly assigned to one child?	_____	_____	_____	_____	_____	_____	100-18(9)(a)-(c)
<b>C 217.</b> (Observe.) Does sleep equipment block exits?	_____	_____	_____	_____	_____	_____	100-18(11)
<b>Meeting Children's Needs</b>							
<b>C 218.</b> (Observe.) Do caregivers keep daily written record of each infant's eating and sleeping? Record completed within 1 hour of each feeding or nap, and includes the child's name, the food/beverages eaten, and the times child slept? (N/A if only toddlers in care.)	_____	_____	_____	_____	_____	_____	100-24(15)
<b>C 219.</b> (Observe.) Do caregivers respond as promptly as possible to infants and toddlers who are in emotional distress (due to hunger, fatigue, wet or soiled diapers, fear, teething, or illness)?	_____	_____	_____	_____	_____	_____	100-24(18)
<b>CAREGIVER INTERVIEW QUESTIONS</b> (To be asked of 1 caregiver in each infant/toddler room.)							
<b>Name(s) of caregiver(s) interviewed:</b>	_____	_____	_____	_____	_____	_____	<b>Rule #</b>
<b>C 220.</b> ( <b>Observe</b> and ask.) (a) If there are two working sinks in the room: Is one used exclusively for food/bottle preparation and food hand washing, and the other used exclusively for hand washing after diapering and non-food activities? (b) If there is one working sink in the room: Is the sink used exclusively for diapering and hand washing, and is all food/bottle preparation done in kitchen and brought to the infants/toddlers by a non-diapering staff member?	_____	_____	_____	_____	_____	_____	100-4(5)(a)-(b)
<b>C 221.</b> ( <b>Observe</b> and ask.) Are children under age 2 ever mixed with older children when there are more than 8 children present in the group?	_____	_____	_____	_____	_____	_____	100-24(1)
<b>C 222.</b> (Ask if not <b>observed</b> .) Do high chairs have T-safety straps or devices? If yes: are the T-safety straps or devices used whenever a child is in the chair?	_____	_____	_____	_____	_____	_____	100-12(8)
<b>C 223.</b> (Observe and ask.) Does only one infant or toddler occupy any one piece of equipment at a time, unless equipment has individual seats for more than one child?	_____	_____	_____	_____	_____	_____	100-24(10)
<b>C 224.</b> ( <b>Observe</b> . Ask if necessary.) Are solid foods for infants cut into pieces no larger than 1/4" in diameter, and solid foods for toddlers into pieces no larger than 1/2" in diameter? 1/2" Square: <input type="checkbox"/> 1/4" Square: <input type="checkbox"/>	_____	_____	_____	_____	_____	_____	100-24(5)
<b>Notes:</b>							

( <b>Observe.</b> Ask if necessary.) Do you have any baby food, formula, or breast milk brought from a child's home? (N/A G59-G61 if no food from home.) If yes, is it:							
<b>C 225.</b> Labeled with the child's name?	_____	_____	_____	_____	_____	_____	100-24(6)(a)-(b)
<b>C 226.</b> Labeled with the date and time of preparation or opening of the container?	_____	_____	_____	_____	_____	_____	100-24(6)(a)-(b)
<b>C 227.</b> Kept refrigerated if needed?	_____	_____	_____	_____	_____	_____	100-24(6)(c)
<b>C 228.</b> Discarded within 24 hours of preparation or opening (except powdered formula or dry foods which are opened, but are not mixed, are not considered prepared)?	_____	_____	_____	_____	_____	_____	100-24(6)(d)
<b>C 229.</b> ( <b>Observe</b> and ask.) Are heated bottles shaken and tested for temperature before being fed to children?	_____	_____	_____	_____	_____	_____	100-24(8)
<b>C 230.</b> ( <b>Observe</b> and ask.) Do you have any child in your group who has food allergies?	_____	_____	_____	_____	_____	_____	100-15(4)
<b>C 231.</b> Are meals or snacks offered to toddlers at least once every three hours?	_____	_____	_____	_____	_____	_____	100-15(2)
<b>C 232.</b> ( <b>Observe</b> and ask.) Do infants sleep in equipment designed for sleep (crib, bassinet, porta-crib or play pen)? Are infants placed to sleep on mats or cots, or in bouncers, swings, car seats, etc.?	_____	_____	_____	_____	_____	_____	100-24(11)
<b>C 233.</b> ( <b>Observe</b> and ask.) Is sleeping equipment clearly assigned to one child, and cleaned and sanitized as needed, but at least weekly? If it is not clearly assigned to one child, is it cleaned and sanitized prior to each use?	_____	_____	_____	_____	_____	_____	100-18(6) 100-18(7)
<b>C 234.</b> ( <b>Observe</b> , ask if necessary.) Are sheets and blankets stored separately from other children's when not in use?	_____	_____	_____	_____	_____	_____	100-18(9)(a)-(c)
<b>C 235.</b> ( <b>Observe</b> and ask.) Is sleeping equipment spaced a minimum of 2' apart when is use, or 1' apart if children sleep head-to-toe?	_____	_____	_____	_____	_____	_____	100-18(10)
<b>C 236.</b> ( <b>Observe</b> and ask.) How do you discipline children who misbehave? (N/O if no children or caregiver in room.) Cannot include: Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort? Restraining a child's movement by binding, tying, or any other form of restraint? Shouting at children? Any form of emotional abuse? Forcing or withholding of food, rest, or toileting? Confining a child in a closet, locked room, or other enclosure?	_____	_____	_____	_____	_____	_____	100-8(11)(b)(i)-(ii)  100-19(4)(a)  100-19(4)(b) 100-19(4)(c) 100-19(4)(d) 100-19(4)(e) 100-19(4)(f)
<b>C 237.</b> Is each infant and toddler allowed to eat and sleep on their own schedule? If the center has a meal schedule for infants or toddlers, what do you do if an infant or toddler is hungry or tired, and it is not a regular nap or meal time?	_____	_____	_____	_____	_____	_____	100-24(14)
<b>C 238.</b> Are infants always placed on their backs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? (N/A if only toddlers in care.)	_____	_____	_____	_____	_____	_____	100-24(13)
<b>Notes:</b>							

<b>C 239.</b> Do all awake infants and toddlers receive positive physical and verbal interaction with a caregiver at least once every 20 minutes?	_____	_____	_____	_____	_____	_____	100-24(19)
<b>C 240.</b> Do you keep awake infants or toddlers confined for more than 30 minutes in one piece of equipment (such as swings, high chairs, cribs, play pens, etc.)?	_____	_____	_____	_____	_____	_____	100-24(20)
<b>C 241.</b> Do you ever prop bottles for children not old enough to sit upright and hold their own bottle?	_____	_____	_____	_____	_____	_____	100-24(3)
<b>C 242.</b> Do you always clean and sanitize high chair trays prior to each use?	_____	_____	_____	_____	_____	_____	100-24(4)
<b>GENERAL RECORD REVIEW ITEMS</b>							<b>O = Noncompliance</b>
<b>General Center Records</b>							<b>Rule #</b>
<b>C 243.</b> If there are animals at the center, does center have current animal vaccination records?							100-9(1)(b) 100-22(3)
<b>Review of Forms</b>							
<b>C 244.</b> Does center's child admission form include the following information for each child? Child's name. Child's date of birth. Parent's name, address, and phone number. Names of people authorized by the parent to pick up the child. Name, address and phone number of emergency contact person. Name, address, and phone number for out of area emergency contact, if available. Current signed emergency medical treatment and transportation releases.							100-9(2)(a)(i)-(vii)
<b>C 245.</b> Does the center's health assessment contain the following information about the child? Allergies. Food sensitivities. Acute and chronic medical conditions. Instructions for special or non-routine daily health care. Current medications Any other special health instructions for the caregiver							100-9(2)(b) 100-14(5)(a)-(f)
<b>Notes:</b>							

<p><b>C 246.</b> Does the center's medication permission form contain at least the following instructions to be completed by the parent? (N/A if the center does not administer medication, or has not administered medications in the past 6 weeks.)</p> <p>The name of the child.  The name of the medication.  Written instructions for administration; including:  The dosage.  The method of administration.  The times and dates to be administered.  The disease or condition being treated.  The parent signature and the date signed.</p>	100-17(4)(a)-(d)	
<p><b>C 247.</b> Does the center's medication administration form contain at least the following information to be completed by the person administering the medication? (N/A if the center does not administer medication, or has not administered medications in the past 6 weeks.)</p> <p>The date, time, and dosage of the medication given?  Signature or initials of person who administered the medication?  Any errors in administration or adverse reactions?</p>	100-17(7)(e)	
<b>Emergency &amp; Disaster Plan</b>		
<p><b>C 248.</b> Is emergency and disaster plan reviewed annually and updated if needed, with date of last review/update noted on the plan?</p>	100-10(6)	
<b>Emergency Drills</b>		
<p><b>C 249.</b> Does the center have a record of monthly fire evacuation drills for the past 12 months?</p>	100-10(8) 100-9(1)(a)	
<p><b>C 250.</b> Does the fire drill log include all of the following information for each drill?  Date and time of the drill, number of children participating, name of the person supervising the drill, and total time to complete the evacuation.</p>	100-10(9)(a)-(e)	
<p><b>C 251.</b> Does the center have a record of two semi-annual drills for disasters during the past 12 months?</p>	100-10(10) 100-9(1)(a)	
<p><b>C 252.</b> Does the disaster drill log include all of the following information for each drill?  Type of disaster, date and time of the drill, number of children participating, name of the person supervising the drill, and any problems encountered.</p>	100-10(11)(a)-(e)	
<p><b>C 253.</b> Do fire and disaster drill logs vary the days and times on which drills are held?</p>	100-10(12)	
<b>General Personnel Records</b>		
<p><b>C 254.</b> If center has a pool over 4' deep and it is a time of year when the pool is used, documentation that the lifeguard(s) for the pool have Red Cross or equivalent lifeguard certification.</p>	100-12(12)(d)	
<b>Notes:</b>		

Center Name:					Inspection Date:		
Follow-Up Inspection Date:					Follow-Up Inspection Date:		
<b>CHILD RECORD REVIEW ITEMS</b>							
# Child Files Reviewed		Did the child files reviewed match the center's completed Child Record Form?		If Yes: enter numbers I the fields below. If no, leave blank and review corrected center Child Record Form on follow-up visit.			
	# of Incomplete or Missing Forms:	# of Complete Forms:	Total # of ALL Child Records:	Compliance Rate:("# of Complete Forms" divided by "Total # of ALL Child Records")	% of Records in Compliance:(Move Compliance Rate decimal point 2 spaces to the right)	Rule #	
<b>Child Admission Forms:</b> Must include at least child's full name; DOB; parents' name, address, phone #, and daytime phone #; names of authorized pick-up people (if other than parents); and emergency medical transportation and treatment releases. <b>O = Noncompliance</b>							
C 255.				??	ERR	100-9(a)(i)-(vii)	
<b>Child Health Assessments</b>							
C 256.				??	ERR	100-9(2)(b) 100-14(5)(a)-(f)	
<b>Child Health Assessment Annual Updates</b>							
C 257.				??	ERR	100-14(6)	
<b>Child Transportation Permission Forms</b> (N/A if the center does not transport children.)							
C 258.				??	ERR	100-9(2)(d)	
Notes:							